

Developmental Disabilities Council

Interview Selection Ad Hoc Committee

December 5, 2019

Margaret O'Neill Building 410 Federal St., Dover, DE

10:00 AM to 1:00 PM

Meeting Attendees:

Michael Harris	Delaware Disabilities Council- Vice chair
Victoria Counihan-	Deputy Attorney General
Derick George	Ad Hoc Personal Committee Council Member
Beth Mineo	Ad Hoc Personal Committee Council Member
Debra McCann	Ad Hoc Personal Committee Council Member
Laura Waterland	Ad Hoc Personal Committee Council Member
Isabella R-Green	Director of Children and Youth with Special Care Needs
Joseph Swiski-	Department of Safety and Homeland Security, Chief of Administration
Donna Daub	Department of Safety and Homeland Security, Senior HR Technician
Donna Moran	Department of Safety and Homeland Security, Administrative Specialist III

- I. **Call to Order-** The meeting was called to order by Michael Harris and seconded by Laura Waterland and began in Public session at 10:23 am.
- II. **Approval of Agenda-** The Agenda was unanimously approved by members present
- III. **Review of Applications-** Joseph Swiski gave an overview of how the Applicants are rated when applying Merit, Appointed and Exempt positions for State of Delaware.

Mr. Swiski also explained how the process is of rating job applications is very subjective. A total of 26 applications were numbered and brought over by, Donna Daub (DHR) for review and discussion. The committee determined the candidates, that will be interviewed. The interview panel members and training required to be on the panel was discussed. The interviews will be scheduled once all Interview Panelist have completed the required training, "Selective Interviewing" by the Delaware Learning Center.

The timeframe to develop the interview panelist availability and accommodations were determined.

Adjournment- The meeting went into Executive session at 10:36 am and returned to Public Session at 12:41 was adjourned from Public Session at 12:46 pm

DRAFT